

IowaGrants.Gov

Iowa's Electronic Grant Management System

This presentation includes instructions for a Grantee/Sub-grantee who is:

- Registering with www.iowaGrants.gov

Note: You will need to complete all steps of the registration process using the same computer.

Registering with IowaGrants.gov (Grantees)

To enhance the security of IowaGrants.gov all persons requesting access are required to register with the State of Iowa's secure portal, Authentication and Authorization System (A&A), prior to registering with the grant management system.

If you already have an A&A ID and Password, note the directions in Step 1 of the instructions.

Registering – Step 1

ELECTRONIC GRANT MANAGEMENT SYSTEM

In addition to the Storefront, Iowa is phasing in the implementation of an Electronic Grant Management System, IowaGrants.gov. If the funding opportunity you identified through the Storefront is offered by a state agency that has implemented IowaGrants.gov you will be directed to REGISTER to access the system.

[New Users Register Here](#)

[Returning Users Sign In Here](#)

HOW TO REGISTER:

NON-STATE EMPLOYEES – New users are required to register in the state of Iowa's secure log-in portal (A&A). To start this process click on the "New Users Register Here" button above. Once you've registered with A&A you'll receive an e-mail with your new user-id, a link to confirm registration and account activation instructions.

GRANTEES WHO CURRENTLY HAVE AN A&A ACCOUNT WITH THE STATE OF IOWA (This includes state employees and non-state employees) - Current A&A account holders who are applying for, or managing, grants through this system will log in as a "Returning User" with their e-mail address as the user-id and the same password used to log into their A&A account.

STATE EMPLOYEES POSTING AND MANAGING GRANTS - To Register: Contact Kathy Mabie at kathy.mabie@iowa.gov or 515-281-8834

To Register: Go to New Users Register Here. The instructions on this screen tell you what to do if you already have an A&A account.

Registering – Step 2

The screenshot shows a web browser window titled "Enterprise A&A Service - SSO Logon - Windows Internet Explorer". The address bar shows the URL: https://entaa.iowa.gov/entaa/sso?appId=ITE_BUGS&callingApp=https://www.iowagrants.gov/login.do&tab=createacct#b. The page content is titled "State of Iowa Common Logon".

At the top, there is a blue header bar with the "Enterprise A&A" logo and a link "What Is A&A?". Below this, there are four buttons: "SIGN IN", "CREATE AN ACCOUNT", "FORGOT PASSWORD", and "FORGOT ID".

The main content area is titled "Create an account for State of Iowa Common Logon here." and contains the following text: "Sign up now to get credentials you can use for State of Iowa Common Logon and at other Enterprise A&A enabled sites."

There are two input fields: "First Name:" with the value "Kathy" and "Last Name:" with the value "Klinker". Below these fields is a "Register" button and a help icon.

Below the registration form, there is a section titled "Before Beginning:" with a list of requirements:

- You must have a valid email address.
- The same PC and browser must be used for your entire registration.
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.

At the bottom, there is a note for "KinderTrack" users: "KinderTrack users, for assistance call your DHS county office or provider support at 1-866-451-3216. For all A&A issues please contact the DAS-ITE Service Desk at ITE.servicedesk@iowa.gov, 515-281-5703 or 1-800-532-1174."

The footer of the page contains the text: "You are looking at SSO Logon ©2004 State of Iowa, DAS-ITE" and "Transaction Id: L3HCP8 Version 2.4.6".

Enter first and last name – click on Register.

Registering – Step 3

The screenshot shows a web browser window titled "Enterprise A&A Service - SSO Registration - Windows Internet Explorer". The address bar displays "https://entaa.iowa.gov/entaa/ssso". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons for navigation and printing. The main content area displays the "State of Iowa Common Logon" registration form. The form is titled "Single Sign On - State of Iowa Common Logon" and contains the following fields: "Account Id:" with the value "KATHY.KLINKER" and a "@IOWAID" icon; "First Name:" with the value "Kathy"; "Last Name:" with the value "Klinker"; "Email:" with the value "scrnshot100@hotmail.com"; and "Confirm Email:" with the value "scrnshot100@hotmail.com". Below these fields are two buttons: "Save Account Details" and "Cancel". At the bottom of the form, it says "You are looking at SSO Registration" and "Transaction Id: L3HCP8". The footer of the browser window shows "©2004 State of Iowa, DAS-ITE" and "Enterprise A&A Version 2.4.6". A black arrow points from the "Save Account Details" button to the text in the yellow box below.

Enterprise A&A Service - SSO Registration - Windows Internet Explorer

https://entaa.iowa.gov/entaa/ssso

File Edit View Favorites Tools Help

Enterprise A&A Service - SSO Registration

State of Iowa Common Logon

Single Sign On - State of Iowa Common Logon

Account Id: KATHY.KLINKER @IOWAID

First Name: Kathy

Last Name: Klinker

Email: scrnshot100@hotmail.com

Confirm Email: scrnshot100@hotmail.com

Save Account Details Cancel

You are looking at SSO Registration Transaction Id: L3HCP8

©2004 State of Iowa, DAS-ITE Enterprise A&A Version 2.4.6

Complete the information – Take note of the Account ID. You will use this as your ID when you log into the system. Click on Save Account Details.

Registering – Step 4



This screen will appear when you click on Save Account Details in the previous screen. Click OK to continue your registration.

Registering – Step 5

Account Confirmation for State of Iowa Common Logon

From: **entaa-noreply@iowa.gov**

📧 You may not know this sender. [Mark as safe](#) | [Mark as junk](#)

Sent: Tue 2/09/10 1:30 PM

To: screenshot100@hotmail.com

Welcome from Enterprise A&A!

****Before you can begin using State of Iowa Common Logon you will need to complete the account activation process.****

This e-mail is a confirmation of the account you requested for State of Iowa Common Logon.

Account Details

Account ID: MARY.KLINKERS@IOWAID

Your name: Mary Klinkers

E-Mail: screenshot100@hotmail.com

If you did not request this account or think this e-mail was sent in error, please forward this note to DAS-ITE Service Desk (ITE.Servicedesk@iowa.gov).

To start the account activation process click on the following link or paste the following address in your browser:

<https://entaa.iowa.gov/entaa/sso?reg=HNEY71>

Your Registration Confirmation Token is: HNEY71

Account Activation Process Instructions.

1. Click link found above in this email.
2. Enter Confirmation Token found above in this email. The Token is also part of the link above, and may be pre-filled for you.
3. Enter Code from image on web screen.
4. Click "Confirm My Account" ---- (If you get an error see below for possible error reasons.)
5. Choose two baseline questions and then make your own question. --- (These are security questions you can answer later if you ever forget your password.)
6. Enter your password. (Reminder - Passwords must be min of 8 characters, a mix of upper and lower case, and must contain at least 1 number and one special character such as !\$*)
7. Sign in using new account.

At this point, you can delete this email. Your account has been created successfully and the Confirmation Token will no longer be needed.

Most common error reasons.

1. Browser was closed and cookies were deleted. Some browsers can be configured to delete cookies upon exit. To avoid this do not close the browser that you used prior to receiving this email.
2. Not using the same computer that the account was created on. Accounts must be confirmed on the same computer in which it was created.

Thanks!

State of Iowa, DAS IT Enterprise

****This is a system generated email, do not reply or direct emails to this email address.****

You will receive this e-mail soon after completing Step 4 of the registration. To continue registering click on the link in the e-mail.

Registering Step - 6

State of Iowa Common Logon

Self Service Password Change - State of Iowa Common Logon

Identity Baseline for MARY.KLINKER5@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:
— Select Question —

Answer 1: Confirm:

Question 2:
— Select Question —

Answer 2: Confirm:

Question 3 (Create your own question.):

Answer 3: Confirm:

Save Identity Baseline

Some guidelines for setting your baseline:


1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

Complete the Identity Baseline and Save.

Registering – Step 7

State of Iowa Common Logon

Self Service Password Change - State of Iowa Common Logon

 You must change your password.


Password Change for **MARY.KLINKER5@IOWAID**

Enter new password:

Confirm new password:

Password Rules:
Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password.

You are looking at SSO Initialize Account Transaction Id: 7X5EX0

 **Enterprise A&A**

©2004 State of Iowa, DAS-ITE Version 2.4.5.1

Create a Password and Save.

Registering – Step 8

State of Iowa Common Logon

Enterprise A&A [What Is A&A?](#)

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

You have successfully changed your password. To continue, you will need to log on with the new password.

Sign into State of Iowa Common Logon here.

Enter your Account Id and password to sign into State of Iowa Common Logon.

Account Id:

Password:

☐ Take me to my Account Options after I Sign In.

Account Id Examples:

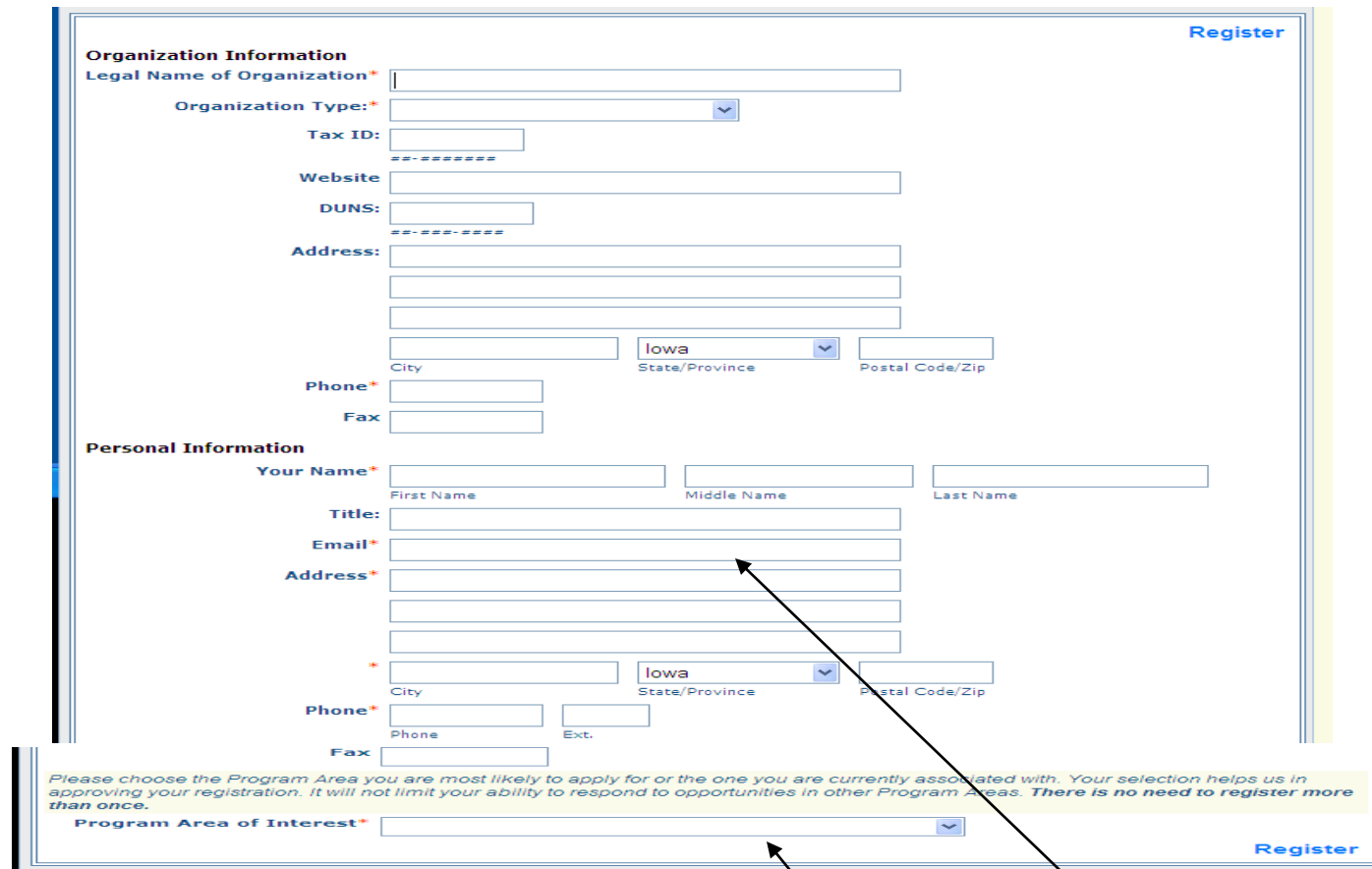
- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

KinderTrack users, for assistance call your [DHS county office](#) or provider support at 1-866-451-3216. For all A&A issues please contact the DAS-ITE Service Desk at ITE.servicedesk@iowa.gov, 515-281-5703 or 1-800-532-1174.

Sign in with your Account ID (generally your [firstname.lastname@iowaid](#) – you can find it in the e-mail you received) and Password.

Registering - Step 9



The form is titled "Registering - Step 9" and is divided into two main sections: "Organization Information" and "Personal Information".

Organization Information

- Legal Name of Organization***: Text input field.
- Organization Type***: Dropdown menu.
- Tax ID:** Text input field, followed by a dashed line separator "-----".
- Website**: Text input field.
- DUNS:** Text input field, followed by a dashed line separator "-----".
- Address:** Three stacked text input fields.
- City**: Text input field.
- State/Province**: Dropdown menu with "Iowa" selected.
- Postal Code/Zip**: Text input field.
- Phone***: Text input field.
- Fax**: Text input field.

Personal Information

- Your Name***: Three stacked text input fields labeled "First Name", "Middle Name", and "Last Name".
- Title:** Text input field.
- Email***: Text input field.
- Address***: Three stacked text input fields.
- City**: Text input field.
- State/Province**: Dropdown menu with "Iowa" selected.
- Postal Code/Zip**: Text input field.
- Phone***: Two stacked text input fields labeled "Phone" and "Ext."
- Fax**: Text input field.

Program Area of Interest*: Dropdown menu.

At the bottom right of the form, there is a blue "Register" button. A yellow banner at the bottom of the form contains the following text: "Please choose the Program Area you are most likely to apply for or the one you are currently associated with. Your selection helps us in approving your registration. It will not limit your ability to respond to opportunities in other Program Areas. **There is no need to register more than once.**"

Complete the form and click on Register. Note: The e-mail address you entered will be used for all system generated correspondence. It does not need to match the one used when you registered. Select the program area of interest from the dropdown (this helps route the request to the right person for follow-up).

Registering - Step 10



Thank you for registering.

A notice has been sent to your email address.

Your registration has been submitted for approval. When you receive e-mail confirmation of approval you may return to the login screen and log in. If you do not receive confirmation of approval within 72 hours of submission please contact the Program Officer listed in the Funding Opportunity.

This screen notifies you that your registration has been submitted for approval.

Registering - Step 11

IowaGrants.gov Registration

From: **send.iowamail@dullestech.com**

⚠ You may not know this sender. [Mark as safe](#) | [Mark as junk](#)

Sent: Tue 2/09/10 2:18 PM

To: screenshot100@hotmail.com

Dear Kathy Klinker5

Thank you very much for registering with IowaGrants.gov.
Your registration has been confirmed and you are now able to access
the IowaGrants.gov at <http://www.iowagrants.gov>.

If you have any questions or concerns please contact the Program
Manager for the grant program you are interested in. You can find the
Program Manager listed in the grant announcement in the Storefront
<https://www.iowagrants.gov/outsideStorefrontList.jsp>.

Do not reply to this email.

This is the approval confirmation e-mail. Click on the link and register as a Returning User.

Registering - Step 12

 [Log In](#)

Welcome to IowaGrants.gov

Iowa's Grant Notification Storefront and Electronic Grant Management System

ELECTRONIC GRANT MANAGEMENT SYSTEM

In addition to the Storefront, Iowa is phasing in the implementation of an Electronic Grant Management System, IowaGrants.gov. If the funding opportunity you identified through the Storefront is offered by a state agency that has implemented IowaGrants.gov you will be directed to REGISTER to access the system.

[New Users Register Here](#)

[Returning Users Sign In Here](#)



Scroll to the bottom of the Login page to enter the system as a Returning User.